

NATIONAL COMPETITION INFORMATION BOOKLET

2018 Raytheon **MATHCOUNTS**[®] National Competition
Washington, D.C. ▪ May 12 - 15, 2018

This booklet contains all of the information needed for students, coaches and guests planning to attend the 2018 Raytheon MATHCOUNTS National Competition. After reading this booklet, please visit www.mathcounts.org/nationalcompetition and complete the proper online registration forms. **Every individual planning to attend the National Competition must complete an online student, coach, coordinator or guest/guest volunteer registration form.**

It is important to point out that there are three types of attendees for whom this Information Booklet is intended. Before reading the booklet, you should determine to which group you belong. They are as follows:

Competing Students

(also referred to as Students) - These are the 224 Mathletes[®] who were chosen at the State Competitions to represent their state at the National Competition. If this is you, congratulations on this remarkable accomplishment! Each state has four students per team.

Official Team Coaches

(also referred to as Coaches) - This is the group of 56 Coaches selected to lead each of the state teams. Your remarkable leadership earned you this spot on the state team, and we will call upon you to lead your team throughout the weekend. **Each state can have only one official coach** - there are no exceptions to this rule!

Guests

This group consists of everyone else! Whether you are a family member, friend, assistant coach, coordinator, or other enthusiastic supporter of the program, we are happy to have you join us for this event.

TRAVEL ARRANGEMENTS

Students/ Coaches:

After the State Competition, the state coordinator will take your information from the State Team Information Sheet and work with the MATHCOUNTS National Office to make your travel arrangements. Teams close enough to drive will do so; all other teams will fly to the National Competition. Tickets will be purchased through ATC Travel, and **each student and coach will have an e-ticket sent to him/her with the flight information within two weeks of the State Competition. If you have not received your e-ticket within two weeks of your State Competition, please contact your state coordinator.** Teams will arrive on Saturday and return home on Tuesday. All flights will arrive and depart from either Dulles Washington International Airport or Reagan National Airport. If flights do not allow a team to arrive by 5:00 PM on Saturday, teams will be allowed to travel on Friday, with the cost of Friday's hotel and early meals paid by MATHCOUNTS. Please note that if teams approved for early travel opt to arrive before Friday, the team will be responsible for any hotel and meal costs incurred before Friday. (Early arrival is available for other teams, but they too must cover additional hotel and meal costs.) Every effort will be made to make reservations so that the students and coach travel together.

Guests:

Guests are responsible for their own travel arrangements. For your convenience, you may make your airline reservations with ATC Travel, which is booking all team travel. You may call ATC Travel at **(800) 458-9383** Monday through Friday, from **8:30 AM - 7:00 PM EST** or email them at mathcounts@atcmeetings.com (be sure to reference MATHCOUNTS and the team state in the subject line). ATC Travel will try to coordinate your travel with the team's travel if space allows.

Important travel notes: *Tickets are non-refundable. Changes made after ticketing may result in penalties imposed by the airlines, which will be the responsibility of the traveler. At the airport, please be sure to have your e-ticket confirmation and photo identification available to receive your boarding pass.*

AIRPORT TRANSFERS

Students/ Coaches: Ground transportation to and from your home airport is each individual's responsibility. For teams arriving on Saturday, complimentary airport transfers will be arranged to the Renaissance Washington, DC Downtown Hotel. Uniformed MATHCOUNTS representatives will greet teams at the baggage claim areas and direct teams to the MATHCOUNTS shuttle. For teams arriving Friday or earlier, the team will be responsible for making its own way from the airport to the hotel; however, MATHCOUNTS will reimburse team members for the cost of this travel. On Tuesday, MATHCOUNTS also will provide complimentary departure shuttles from the Renaissance Washington, DC Downtown Hotel to the airport.

Guests: Space permitting, guests may purchase seats on the shuttles that will transport the teams to and from the hotel. Guests may purchase seats on the shuttle by completing the appropriate section on the online Guest/Guest Volunteer Registration Form.

HOTEL ARRANGEMENTS

The Renaissance Washington, DC Downtown Hotel is the headquarters for the 2018 Raytheon MATHCOUNTS National Competition. Its address is 999 Ninth Street NW, Washington, DC 20001. Telephone: 202-898-9000. All MATHCOUNTS events will be held in the Renaissance unless otherwise noted.

Students/ Coaches: Reservations will be made for students and coaches on a double occupancy basis, upon receipt of your on-line registration form. Rooms will be assigned according to gender. **Students will be roomed with other students.** Team members may not always be roomed with their teammates. Room and tax for students and coaches will be billed to the master account. Students and coaches are responsible for their incidental personal expenses. An imprint of the coach's credit card is required at check-in to cover incidental expenses of the team.

Guests: Hotel accommodations are the responsibility of each guest. A block of rooms has been reserved at the Renaissance for MATHCOUNTS guests at a special rate of \$183 per night plus 14.5% room tax. Make your reservation directly with the hotel by calling the reservation line at 800-393-2505 or use the online reservation service available on the online registration form at www.mathcounts.org/nationalcompetition. Be sure to identify yourself as part of the MATHCOUNTS room block when calling the reservation line.

MEALS

Students/ Coaches: Team meals are planned and begin with a buffet dinner at the Renaissance on Saturday and conclude with breakfast on Tuesday. Teams are required to show their badges for entry to the dining areas.

Guests: Guests who wish to dine with the students and coaches may do so for selected meals and may purchase admission to meals on the Guest/Guest Volunteer Registration Form. Guests will be provided with tickets for the meals they purchase when they check in at the MATHCOUNTS Registration Desk at the Renaissance. No guest will be allowed into the dining areas without a ticket.

SUNDAY & MONDAY

Students/ Coaches: During the National Competition, teams will be given the chance to tour local DC attractions on Sunday after the written competition and on Monday afternoon prior to the Awards Banquet that evening. Students and coaches will be provided with money to cover the cost of meals on Sunday. Information on popular Washington, DC sites will be available at the MATHCOUNTS Registration Desk at the Renaissance Washington, DC Downtown Hotel.

Guests: Guests will be responsible for making their own arrangements for transportation and incurring any costs associated with local DC attractions for Sunday and Monday.

WHAT TO DO WHEN YOU ARRIVE AT THE HOTEL

Students/ Coaches: MATHCOUNTS registration will open at 10:00 AM on Saturday at the MATHCOUNTS Registration Desk at the Renaissance. The Registration Desk will be open daily and can be reached through the hotel switchboard. The coach should check in at the MATHCOUNTS Registration Desk (*not* the hotel registration desk). Coaches will receive packets for each team member that contain name badges and other information. Name badges should be put on immediately and worn at all times inside the hotel.

Room keys for teams also will be distributed at the MATHCOUNTS Registration Desk after 3:00 PM on Saturday. A hospitality room will be available to teams arriving before 3:00 PM.

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Guests: Guests may check in at the MATHCOUNTS Registration Desk any time after 10:00 AM to receive their MATHCOUNTS name badge, meal tickets (if purchased), and other information. Guests who have booked rooms at the hotel must check in at the hotel registration desk in order to get their room keys. Check-in time at the hotel is 3:00 PM. Guests who drive to the competition may park on site for \$35.00 (overnight) plus tax per day.

EXPENSE POLICY

Students/ Coaches: Airline tickets, hotel room and tax, and all meals will be covered by MATHCOUNTS. All incidental personal charges are the responsibility of the person incurring the expense. Incidental charges include, but are not limited to, telephone, room service, and food and beverage other than meals listed on the schedule of events. Incidental charges must be paid at time of check-out and will be guaranteed with the coach's credit card upon check-in.

Student Spending Money: Parental discretion is recommended. It is safe to assume that the most ordinary purchases tend to be more expensive away from home. This rule of thumb is applicable to the Washington, DC area. Students will likely need some touring money while visiting DC and may wish to purchase souvenirs or snacks throughout the weekend.

STUDENT CONDUCT

Students/ Coaches: All students must conduct themselves in an appropriate manner while attending the National Competition. **Students are the responsibility of and remain under the direct supervision of their coaches throughout the weekend.** Students must be in the company of adult chaperones at all times.

Group activities during the competition weekend have been carefully planned for the enjoyment and benefit of all students. **Students and coaches are expected to attend all MATHCOUNTS activities.** Illegal substances will not be permitted. Any infraction of this student conduct code could result in dismissal from the National Competition at the individual's expense. Coaches, parents and guardians should stress to students the importance of adhering to the rules.

Dress code: *Casual dress is appropriate for all events except the Awards Banquet, where a sport coat and tie or appropriate length dress are suggested (no jeans). The temperature in Washington, DC is cool in the spring. In May, the average high temperature is 75°, and the average low is 57°. Certain indoor venues, however, can sometimes be a bit chilly, so during the competition itself we suggest dressing in layers that can be removed if desired.*

FREQUENTLY ASKED QUESTIONS

What do I have to do now to complete my registration?

Students (with the help of their parents/guardians) should complete and submit the Student Registration Form online. Coaches should complete and submit the Coach Registration Form online. Guests should complete and submit the Guest/Guest Volunteer Registration Form online. Students and coaches - remember to send in your pictures for the yearbook! All online registrations can be accessed at www.mathcounts.org/nationalcompetition.

Who should I contact if I have any questions?

For general questions, you should contact your state coordinator. If you have a question regarding registration, please contact the MATHCOUNTS National Competition Registration Office at 866-288-4329 or mathcounts@conferencedirect.com.

How can I check to see if my child has arrived on site? Who should I call if I have any questions during the competition?

Parents or guardians who would like to call their children during the competition may do so by calling the Renaissance Washington, DC Downtown Hotel at 202-898-9000 and ask to be connected to the child's room. If you want to check to see if your child has registered, you may call the Renaissance and ask to be connected to the MATHCOUNTS registration desk. It is also recommended that you get the phone numbers for your child's state coach and state coordinator.

What should I pack?

In addition to the normal items you would bring when travelling, be sure to bring a camera, calling card/cell phone, umbrella, calculator (and extra batteries), prescription medicine (if necessary), money, photo identification, comfortable shoes or sneakers to walk in, and a good luck charm if you have one!

SCHEDULE OF EVENTS

(All events will be held at the Renaissance Washington, DC Downtown Hotel unless otherwise noted. Schedule is subject to change.)

SATURDAY, MAY 12

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| Morning/Afternoon | Arrivals |
| 10:00 AM - 7:00 PM | MATHCOUNTS Registration |
| 3:00 PM or later | Team room key pick-up |
| 3:00 PM or later | Hotel check-in for guests |
| 6:00 - 8:00 PM | Buffet dinner for students |
| 6:00 - 8:00 PM | Coaches meeting and dinner (Mandatory meeting and dinner for official state team coaches) |
| 8:00 PM | State Team meetings |
| 10:00 PM | Lights out! |

SUNDAY, MAY 13

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| 7:30 - 8:30 AM | Buffet breakfast |
| 8:45 - 11:15 AM | Written Competition (Closed to the public) |
| 9:30 - 10:30 AM | Seminar- After MATHCOUNTS: Opportunities for High School Students (Open to all registered guests) |
| 12:00 - | State teams on own |
| Upon return to hotel | Lights out! |

MONDAY, MAY 14

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| 7:45 - 8:45 AM | Buffet breakfast |
| 10:00 - 11:30 AM | Countdown Round |
| 12:00 - 1:00 PM | Buffet Lunch |
| 2:00 - 3:00 PM | Math Video Challenge Finals (Open to all registered guests) |
| 7:00 - 9:00 PM | Awards Ceremony and Banquet (Business formal dress) |
| 10:00 PM | Lights out! |

TUESDAY, MAY 15

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| Morning/Afternoon | Departures |
| 6:00 - 8:00 AM | Buffet Breakfast for students and coaches |
| 12:00 PM or earlier | Guest hotel check-out |